

SRSD Upgrade

The process of upgrading and improving the Single Record Student Database (SRSD) has begun. At this time, the Center for Educational Performance and Information (CEPI) is in the planning stage of the project, gathering information and setting a timeline. Users of the application will have opportunities to provide input.

Updates will be posted in the SRSD News You Can Use, as well as on the CEPI Web site and the SRSD Listserv.

Direct Certification Report in SRSD

CEPI and the Michigan Department of Education (MDE) have been working on the new Direct Certification Report that will be available through the SRSD. This report will be available in August 2007, and will replace the Direct Certification File previously sent by MDE to local districts and public school academies. The new Direct Certification Report will compile a list of food stamp eligible children (provided by the Department of Human Services) who show up as currently enrolled in your school, according to your most recent SRSD submission.

Authorized SRSD users from districts and public school academies (PSAs) will be able to download the report through the SRSD. The only non-public sponsor participating in the 2007-2008 phase of this project will be the Archdiocese of Detroit. All other non-public school sponsors will be able to participate starting in 2008-2009.

CEPI will provide additional information and materials on the process in the coming months.

Creating and Deleting UICs

Unique Identification Codes (UICs) can be created with the Student Search function, a nonSRSD upload, and during Phase 1 and Phase 2 of UIC Resolution.

Please use care when creating new UICs. Once a new UIC is created, it cannot be deleted. If a UIC is created in error, you will need to submit a UIC linking request to link the new UIC with the original.

UIC linking guidelines are available at the CEPI Web site. [http://www.michigan.gov/documents/LinkingGde1004_107568_7.pdf].

SRSD Data Errors

At times, CEPI receives help desk tickets regarding data errors in SRSD records that have already been submitted to CEPI. In most cases, the easiest way to correct errors such as incorrect name, wrong gender, and incorrect date of birth is to make the correction in your local student information software. The corrected data will be uploaded in the next SRSD submission, at which point the correction will update CEPI's records. (It is possible that these records will come up in Phase 1 UIC Resolution, in which case correctly resolving the records will update CEPI's records.)

A Note on Help Desk Tickets

In order to protect student privacy, please avoid sending personally identifiable student data, such as a full name or UIC, in your e-mail message. Provide a general description of your issue only. If required, Customer Support staff will contact you for more detailed information.

Did You Know...?

- UICs created in Student Search or by bulk upload *after* the start of Phase 1 Student UIC Resolution will not show up during UIC resolution. Please make sure your UIC creation is completed *before* you submit your SRSD records.
- For the End-of-Year 2007 SRSD Submission, 06/30/2007 should be reported as the official count date, even though that date falls on a Saturday.

Good UIC Resolution Practices

CEPI contacted the UIC resolvers from five districts with outstanding UIC resolution statistics for fall 2006. These districts were listed in the January 2007 edition of the SRSD News You Can Use. Here is more of the advice we received:

"If I could credit one process for the success, it would be the pre-SRSD upload, and the detective work that follow that to resolve missing/conflicting information--keeping notes and following up on the mysteries that create multiple UICs."

-Lue Ann Schmidt, Tawas Area Schools

Coming Up...

May 31, 2007 is the last day of Phase 1 Student UIC Resolution for the Spring 2007 SRSD Submission. Please make sure all of your records have been resolved, and remember to download any newly created UICs and updated records into your local student information software.